



OFFICE OF THE STATE FIRE MARSHAL
Data Collection and Research Program
Post Office Box 944246
Sacramento, California 94244-2460
<http://osfm.fire.ca.gov>

NFIRS 5.0 REQUIRED FORMAT *

1. File names must reflect the following format:

FILE NAME	Position 1	<i>One Alpha</i>	<u>N</u> = NFIRS 5.0 data
	Positions 2-6	<i>Five Numeric</i>	<u>12345</u> = FDID number
	Positions 7-8	<i>Two Numeric</i>	<u>02</u> = Year
	Position 9	<i>One Alpha</i>	<u>Q</u> = Quarterly data
	Position 10	<i>One Numeric</i>	<u>4</u> = 4 th quarter
	For multiple disks per quarterly submission, add the following:		
	Position 11	<i>One Character</i>	Hyphen (-)
	Position 12	<i>One Numeric</i>	<u>1</u> = Disk one
EXAMPLE	N1234502Q4-1 =	NFIRS data, FDID 12345, 2002, 4th quarter, disk 1	
	N1234502Q4-2 =	NFIRS data, FDID 12345, 2002, 4th quarter, disk 2	

NOTES **Decimal points should not be included in the data file names, except where they normally separate the file name from its 3 digit extension.**
Each 3 ½ inch diskette should hold 1,400 incidents.

RESUBMIT All corrected data files must be named separately from new data.
The file name should begin with an “R” to indicate resubmission.

2. If you are submitting data for multiple quarters on one diskette, please assign a separate file name for each quarter. Do not combine multiple quarters into one file.

1 st quarter	=	January, February, March	DUE April 15 th
2 nd quarter	=	April, May, June	DUE July 15 th
3 rd quarter	=	July, August, September	DUE October 15 th
4 th quarter	=	October, November, December	DUE January 15 th

3. We accept NFIRS 5.0 data on 3 1/2” diskette, CD, ZIP disk, or as an email attachment (Please keep the email attachment under 4MB in size, zipped, if necessary).

US MAIL CDF/OSFM
Data Collection and Research Program
P.O. Box 944246
Sacramento, CA 94244-2460

EMAIL CAIRS@fire.ca.gov

4. For NFIRS information, resources and support, please contact our program staff.

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